

## U3A Mac and Ipad Users Ipad For Beginners a 5 Week Course

### Lesson 5 Using Mail

Read through each of the actions identified below and try them at least once to see if they will enhance your use of the Mail App on your iPad



**Mail** is probably one of the first apps you'll want to set up on your iPad. You can use it to view and send emails, reply to messages, and manage your inbox—all the things you're used to doing with your email account. The first time you open the Mail app, you'll need to connect it with an existing email address. Select your email provider, then follow the instructions to connect your account with the Mail app. When you're done, you'll be able to send and receive emails from that account on your iPad. You can add more than one account to your mail App eg Bigpond and Gmail

### Email notifications

When you receive a new email, a **badge** will appear on the app icon. The number indicates how many **unread emails** are in your inbox. This allows you to quickly see if you have new messages without opening the Mail app.



### Swipe gestures

The Mail app includes many convenient tools to manage your inbox, including **folders** and **flags**. iOS 7 also introduces a new **swipe gesture**, which allows you to quickly manage the messages in your inbox. Just **swipe a message to the left** for the option to **Archive/Delete, Reply, Forward**, and more

### Delete recent addresses.

Mail has always been helpful with addresses, showing possible matches from your recent history and Contacts as soon as you start filling the 'To' field. Mail also suggests contacts based on the people you usually email. However, there will be situations where you'll only email someone once and never want to contact them again, so it's best to remove them from your 'recent addresses' list.

To this when you type in the beginning of person's name, maybe a series of addresses appear, scroll down to the list of suggested email contacts to the one you want to delete. Tap the 'i' icon, then **'Remove from Recents'**. You can't do this for those on your Contacts list, as they will always be suggested where relevant - if you want rid of them, you'll need to **delete the contact from your Contacts App**

### How to set a different signature for every Mail account

You can edit the default signature in mail which says 'Sent from my iPhone' or 'Sent from my iPad').

Go to Settings > Mail, (On older devices it may appear in setting as Mail> Contacts), then choose 'Signature'. Type your preferred signatures, and Mail

will automatically append them to your outgoing email messages. You may can personalise your signature with your phone number, a nice quote or image after your name.

### How to quickly add photos to email messages

Suppose you have snapped a photograph and want to email it to your friend. You can start from the Photos app however if you have started to type an email and then decide you want add the photograph. This a quicker option.

Hold your finger anywhere in the body of the email message you are composing and you to bring up the menu, then tap on Insert Photo

When the your photo album appears select the photo you want, and tap 'use'

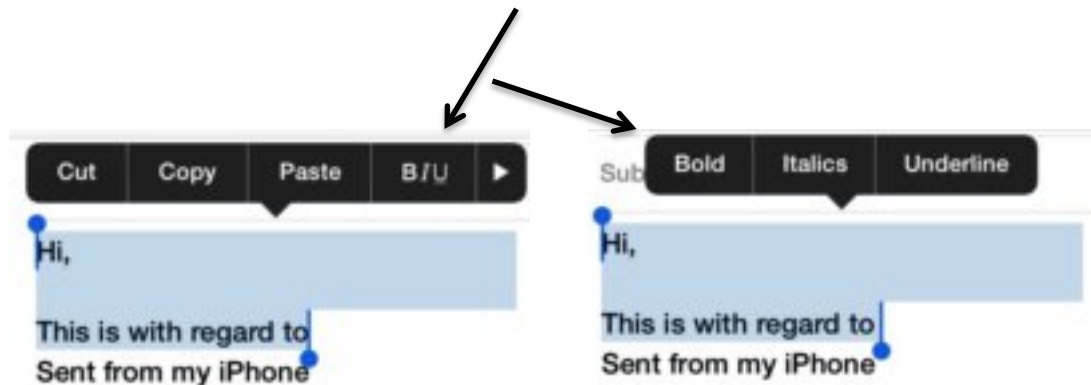


### About Drafts

There is no need to abandoned an email message you are working on and haven't time to complete. Just tap on *Cancel* in the Menu Bar and the *Save Draft*. When you want to finish the email you have been working on go to your Drafts Mail box> Tap the email> complete > send.

### A tip to highlight phrases in your email-How to Use bold, italic or underlining when you are writing an email.

Type a test email. Highlight the word you want to make bold, italic or underline When the cues come up tap on the BIU tab



### One last Tip to use in mail or elsewhere on you ipad /iphone if you need to type in Upper Case

Tap twice quickly on the Shift key on your keyboard  
A line will appear under the Arrow indicating is locked on CAPS LOCK.

